

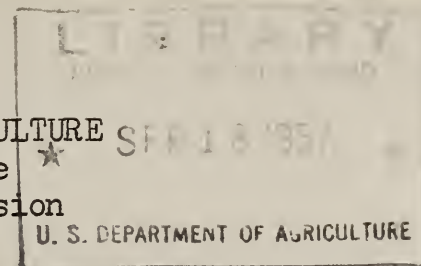
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Service  
Animal Disease Eradication Division  
Washington 25, D. C.



June 21, 1957

ADE DIVISION MEMORANDUM NO. 501.15

To : All Veterinarians in Charge of Field Activities Stations, and  
District and Area Supervisors

From : R. J. Anderson, Director

Subject: Responsibilities of an Area Veterinarian

I PURPOSE

The purpose of this memorandum is to definitely establish the responsibilities of an Area Veterinarian to improve the Division's services and operations.

II GENERAL

Good progress is being made in the various cooperative disease control and eradication programs for which the Division has responsibility. Now is a good time to reappraise our organization to see if improvements can be made in our operations or in our service to the livestock and poultry industries.

Public relations are very important and can never be overstressed. Public relations are the every-day contacts we make with others. If we honestly and sincerely follow the golden rule, our public relations will always be good.

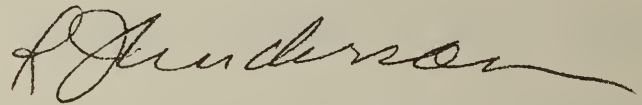
An important step in self-appraisal is to assure ourselves that we are doing everything that is expected of us and a little more. In order to produce uniformity the Division has developed the attached set of responsibilities of area veterinarians. In some States all of these functions are currently being carried on by the area veterinarian, while in other States, the area veterinarians are doing part or most of the functions outlined. The objective of this division is for each area veterinarian to carry out the principles contained in the attached outline. Therefore, you are urged to review these responsibilities with each area veterinarian on your force, in order to make any adjustments necessary. Sufficient copies of this Memorandum are being distributed so that one can be placed in the hands of each veterinarian concerned.

The information contained in this Memorandum can be used as a means of evaluating the progress being made by the individual in achieving our overall objective.

I have instructed each Area Director to discuss these positions with you while on supervisory visits as a means of determining the effectiveness of our programs at each station. Maximum utilization of personnel is our goal and I know that you can be depended upon to do your part.

III CONCLUSION

It is important that you give this matter your careful attention. If there are any questions do not hesitate to contact your Area Director.

A handwritten signature in cursive script, appearing to read "R. J. Anderson", with a long horizontal flourish extending to the right.

Attachment